LIBRARY MEDIA CENTER PROCEDURE MANUAL

2016-2017

Jackson Public School District
School Library Program

JPSD Library Vision Statement
All JPSD libraries will be the chief academic respondent to literacy, research and writing.

JPS Library Mission Statement

The mission of the JPSD Library Media Program is to build a literacy foundation that will enable and empower its scholars to transition into life- long learners. The program will provide scholars the opportunity to be part of our vastly developing world through books, authentic learning experiences, resources from all points of views and cohesiveness with the district's curriculum goals, objectives, and values.

Mississippi Department of Education
Mississippi School Libraries

Vision Statement

In collaboration with the schools learning community, Mississippi's 21st century school library programs should be the center of teaching and learning by providing access to quality collections and technologies, and by extending services beyond the school library's four walls and the traditional school day.

MISSION STATEMENT

The mission of Mississippi school library media centers is to assist in providing a quality education for every child by:

- *Encouraging lifelong information literacy and learning through reading and inquiry.*

- *Providing an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.*

- *Providing real and virtual access to appropriate, high-quality resources (print and non-print) and services that support and enhance teaching, liter acy, and learning during and outside the school day.*

- *Participating in curriculum development and design of learning activities.*

- *Facilitating professional development for learning community.*

The lesson I learned then was that if citizens are to make informed decisions in a democracy, and further, if they are to have the accurate needed to influence the decisions which affect their lives and those of others—to take advantage of their right to know—they need assistance through a maze of resources."
Durrance, Joan. *Armed for Action*. (NY: Neal-Schuman, 1984), p. xi.

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Introduction

The school library program, led by a highly trained qualified librarian, plays an integral part in a student's total educational experience. The role of the librarian is one of master teacher, information specialist, and curriculum partner. It is the responsibility of the librarian to prepare students and teachers to use the vast technological resources available to 21st century learners and to preserve traditional programs that encourage a love of reading.

The purpose of this manual is to provide guidelines and establish uniformity of policies and procedures for JPS school libraries.   In three sections,
- School Library Support Statements
- School Year Operations Procedures
- Library Circulation Procedures

this manual will provide the information needed to create an outstanding library.

Mississippi Code 37-17-6

Mississippi Code 37-17-6 assures that all school libraries are labeled successful when standards 2.3 and 18 are successfully practiced in the library program. These standards are:

Standard 2.3 The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth (1/4) of the workday to Library/ media administrative activities.

2.3.1   If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

2.3.2. If the student enrollment is 500 or more, a full– time licensed librarian or media specialist is required.

Standard 18 – Each school has a library media center.

18.1 – Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.

18.2 – The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

Mississippi Department of Education
School Library Guide

School Library Support Statements

Intellectual Freedom

"Intellectual freedom accords to all library users the right to seek and receive information on all subjects from all points of view without restriction and without having the subject of one's interest examined or scrutinized by others."
The American Library Association Intellectual Freedom Manual, 8th ed., 2010

Intellectual freedom is a prerequisite to effective and responsible citizenship in a democracy and is one of the core values of the library profession. The American Library Association's *Library Bill of Rights* (LBOR) serves as the library profession's interpretation of the First Amendment of the U.S. Constitution.

A school library program is founded on a commitment to the right of intellectual freedom. By providing access to informa on and ideas essen al for 21st century learners, a librarian empowers learners who acquire skills to become cri cal thinkers, competent problem solvers, and lifelong learners who contribute produc vely and ethically to a pluralis c society. The librarian is a leader in mee ng a school's responsibility to provide resources on all points of view and to make these ideas and opinions available to the school community. It is the responsibility of the school librarian to ensure that the collec on is age and content appropriate, is relevant to the curriculum, and represents the diversity of the school and community served.

Freedom to Read

The Freedom to Read statement is the best known of the American Library Association's documents supporting the principles of intellectual freedom. In addition to providing a foundation for selection and/or collection development policies, The Freedom to Read statement provides a reminder that open communication is necessary in a free society and creative culture. Librarians help ensure that students have access to information covering a wide range of issues and viewpoints.

Mississippi Library Media Guide—2014

School Library Support Statements

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and   historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment o   free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27,

1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Operational Procedures

Beginning of School Year

All LMS will be given sufficient time to prepare the library for opening. It is recommended that the LMC be closed to students the first full week of school.

Beginning of the Year Procedures

The following duties should be performed by the LMS to prepare for opening the library:

1.	Update the Library Automation system (www.goalexandria.com has specific details)

 - **Calendar**
	Select Edit—Preference—Calendar—
	Updating the calendar will allow patrons to check out books during operational times. All calendars must be set up to reflect the current school year.
 - **Import patrons**—
	Directions to Import -All steps must be done on Alex P.C.

Open Browser and type: \\svr-dataagent\Alexandria\
Select – Double Click Elementary Folder
Right Click on your school's folder, You can save this file to the desktop or select copy Right-click on their school's Patron file and select COPY.
Open Alexandria to the Circulation window.
Select tools –Click import – A yellow box appears.
Under the selection tab, please make sure Archive first is checked.
Under the Patron setting tab – remove the number from the box, and make sure allow patron updates, and use imported barcodes are checked.
If you saved your file to the desktop , Click the + (plus) sign to locate your school's excel file. A browser window will appear, select the desktop, then look for your file. Double click it, and click open.
If you copied your file, paste your file in the yellow box.
The file appears in the yellow box. Make sure this is the correct file.
Click start in the lower right corner of the yellow box.
Import will begin with Archive first then import in the Operation's management box.
When import has finished, go back to the circulation screen. Click on the Homeroom tab below the Holds tab. The left window give a list of homeroom teachers, the right window when you click on a teacher in the left window, give you a list of students in that teacher's homeroom. N/A is homeroom for all JPS personnel in your building.
The Lead Librarian will notify all librarians when to import new patrons.

2.	Check in and process all new materials
Check in/Check Out
	Select Check in or Book drop by clicking on the gray operations buttons. Each mode selected will allow the checking in or return of all library materials.

♦	3.	Assign and check-out equipment to teachers
	Equipment and other materials should be made ready and available to teachers. All equipment checked out or assigned to a teachers must be kept in a binder or an assigned barcode attached can be used to catalog in Alexandria and checked out in this manner.

4. Check in and process all new materials. Check overdue list from the previous school year and inform principal of patrons with outstanding loans

5. Make the LMC aesthetically inviting to patrons

6. Prepare and conduct teacher orientation

7. Weed periodicals and worn materials

8. Check to make sure all computers, printers, etc. are in working order

9. Make and/or request repairs as needed

10. Prepare orders for new materials

11. Work on inventory as needed

12. Update local library procedure manual

- 13. Conduct Student & Staff Surveys

   The Mississippi School Library Media Guide—MDE recommends in the Mississippi School Librarian Evaluation Appraisal Rubric Standard 3 , that all librarians conduct a student & staff survey when providing necessary re sources, technology, and instructional services to support library and Institution's goals. Surveys should be completed before ordering materials and resources for the library.

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14. Update Library Procedure Manual—Long & Short term Goals

   All librarians will produce a library procedures manual which reflects the policies and procedures of the school and district's guidelines for operating a library media center. All librarians will create and implement a list of long and short term goals that reflect the needs of the students and staff . Goals should range from 2-4 years, but must not exceed 5 years in the planning and implementation stages.

15. Inventory Procedures

16. Budgets

An important role of the librarian is to recommend and submit an annual budget. The budget submitted is based on an assessment of needs, status of a library collection, technology needed, library plan for improvement, input from the library advisory committee, and industry trends. Proposed budgets with justifications should be submitted in a timely manner to the building administrator to assure inclusion in school/district budget planning. All budget expenditure records should be maintained proficiently. School librarians should collaborate with their individual school and district administrators to ensure that funds are budgeted to maintain the library program.

Budgets should be planned for and allocated with the following criteria in mind:

- The library program must have adequate, consistent, and sustained funding for professional staff, new materials, technologies, professional development and facilities to meet the 21st century learning needs of the students in the school community.

- The budget process of the school library includes operating funds for new resources such as: books, reference materials, equipment, and emerging technologies.

- The budget supports the philosophy of the school library and the community it serves.

- The school librarian must maintain accurate budget records in order to monitor and document use of available funds. These records should be retained for 5 years.

- Data collected from the assessment of the school library's collection, school curriculum, and instructional changes as well as the increased cost of materials should be used in planning the budget for the year.

- The school librarian must administer the school library budget and monitor acquisitions in order to meet all of the instructional and informational needs of the school's learning community.

Refer to APPENDIX H—SAMPLE BUDGET in Mississippi Library Media Guide

17.   Mandatory Professional Development

To be effective, librarians must stay abreast of and incorporate the rapidly changing information environment into the school library program. In order to accomplish this goal, librarians must connect and share experiences within the professional learning community. The library media specialist will participate in all required district and local professional development activities scheduled.

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Operational Procedures

End of School Year

It is recommended all library activities stop the first week in May of each school year. The LMC should be closed to students the last full week of school. This should give the LMS sufficient time to perform the following duties:

- Collect, check-in and store equipment
- Collect overdue books and/or fines
- Prepare overdue lists
- Complete inventory
-     Inventory procedures
- Update library automation system and run reports (www.goalexandria.com has specific details
- Prepare equipment for repair if necessary
- Shut down computer lab if applicable
- Update/revise local library procedure manual

- **Weeding**
    In order to maintain a collection that meets the needs of the learning community, dese-lection (weeding) of materials is essential. School library weeding guidelines should include the rationale and established criteria for weeding as stated in the School Library Media Guide—School Library Selection Policy. (See Appendix G)

    Decisions concerning the replacement of individual items are based on the following con-siderations:
    1)demand for the specific item
    2) the number of copies held
    3) the existing coverage of the subject within the collection
    4) the validity of its contents
    5) the availability of the title for reorder
    6) the cost of mending verses the cost of replacement.

    Any duplication of materials is governed by popular demand, Importance of the material, and budgetary limitations.
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The Texas State Library's Crew method, MUSTIE, has become the benchmark tool for weeding library collection including e-books. MUSTIE is an easily remembered acronym for six negative factors that frequently ruin a book's usefulness and make it a prime candidate for weeding:

The following standards are used to discard an item:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded (by a truly new edition or by a much better book on the subject)
- T = Trivial (of no discernible literary or scientific merit)
- I = Irrelevant to the needs and interests of your community
- E = The material or information may be obtained expeditiously Elsewhere through Interlibrary loan, reciprocal borrowing, or in electronic format
        (Source: Texas State Library and Archives Commission)

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Weeding is an essential, though difficult, element of collection development that ensures the library's materials are useful and accessible. It is a continuous process that will keep the collection effective and up-to-date. When weeding is not done regularly or consistently, patrons have trouble finding interesting and relevant materials. Collections should change over time to reflect changes in the community and in the goals of the library.

It is the responsibility of the LMS to determine which materials should be weeded. Keep in mind that SACS requires 10 books per student. The weeding process should be continuous throughout the year, not during the busy time of inventory.

The following are suggested criteria to consider for each item in your collection. You will probably make the decision to discard an item based on meeting more than one of these criteria.

1. Condition - Books in poor condition beyond repair should be discarded at once. Check for problems such as a broken spine, fragile or brittle paper or covers, bent comers, tom or missing pages, defaced pages or covers and insect or mildew infestations. Shabby or unattractive books often hide the more attractive and useable books in the collection and should be discarded.

2. Age - Library patrons usually prefer new books regardless of content. Take into consideration as to whether the book can withstand normal library use and if it has local historical value.

3. Reliability - This is important in factual books. Unless the information given is authentic, it is best to discard the book.

4. Frequency of Use - Inadequate space is often a problem in school libraries. It is unwise to keep books on the shelves that do not circulate more than perhaps once or twice in three years.

SPECIFIC HINTS IN WEEDING NONFICTION

000 - General: Replace at least one set of encyclopedias every five years. Circulate older sets for no more than eight years. Try to get an encyclopedia yearbook every year. Materials on computers are seldom useful after three years. Bibliographies are seldom of use after ten years from date of copyright.

100 - Philosophy and Psychology: Popular psychology and self-help books can quickly become outdated. More scholarly works on psychology should be replaced after five to eight years.

200 - Religion: Religion books are retained depending on use. The media center collection should contain basic information about as many sects and religions as possible. Try to have something current on each of the major religions.

300 - Social Sciences: All subjects should be well represented. Almanacs and yearbooks are superseded by each new volume. These are seldom of much use after five years. Some back issued may be retained for instructional use. Politics and economics are determined by use. Timely or topical materials are discarded after five years and should be replaced with new editions when available. Government books should be replaced after ten years. New materials on government should supersede older materials. Non-historical concepts in social welfare become outdated within ten years. Historical materials in education and commerce should be retained if they are used. Non-historical materials in education and commerce should be replaced within ten years. Basic materials in folklore should be retained. Weeding depends on use. At the elementary level, fairy tales represent a popular area of the collection.

400 – Language: Basic materials on languages should be retained, based on use.

500 - Pure Science: Except for botany and natural history, science books are usually out of date within five years or less. Try to keep collection current by discarding and purchase.

600 - Applied Science: Books on inventions, medicine and mechanics become outdated in five years unless they contain historical information. Radio and television materials are outdated in less than five years. Information about gardening, farms and domestic animals seldom become outdated quickly, however try to keep books current. Home economics books are weeded depending on use. Try to keep abreast of the latest trends. Most cookbooks are retained until they wear out. Depending on the contents, chemical and food product materials should be weeded every five to ten years. Business information, manufacturing and building information should be weeded after ten years. Books on craft materials should be retained, based on the use.

700 - Art and Recreation: Histories of Art and Music materials should be retained. Other areas should be weeded according to their currency.

800 - Literature: Retain literature materials that are in the best condition. Check with the teachers or curriculum guide before discarding books in this area.

900 - History, Travel and Geography: History books should be evaluated for demand, factual accuracy and interpretation. Materials about countries, travel and geography should be replaced as soon as new editions are available.

921 - Biography: Keep up with new releases on political and historical figures.   Also, keep biographies with literary value.

REFERENCE BOOKS

Most books in the reference collection should be weeded the same as all other books. Some books are considered reference classics and can be kept for years. Others like scientific, medical and technological works should be kept current. When revised editions become available, previous editions can be removed if revised editions are not supplements. If they are supplements, both should be kept.

PERIODICALS

It is recommended that back issues of magazines be kept for a period of five years (if they are listed in the Reader's Guide to Periodical Literature). Others may be discarded as needed.

DISCARDING WEEDED MATERIALS

1. Remove all school identification marks. *

2. Stamp each item "DISCARD".

3. Remove pocket and card, if applicable.

4. Refer to the library automation manual to remove materials from the computer.

5. Print a list of discarded materials to add to the LMC records.

6. Make discarded materials available to teachers and students.

*If materials have been marked as being paid for with federal funds (Title I, Title VI, etc.), contact the Lead Librarian before discarding any of these.

DISCARDING OBSOLETE EQUIPMENT

The office manager can request that obsolete equipment be picked up from the school. The following information will need to be provided for each piece of equipment: type of equipment, model number, serial number, JPS asset number and location.

End of the Year Procedures

- Inventory Procedures

An annual inventory of the LMC is essential for record keeping. The goal of inventory is to determine the status of the collection (number of items, number of missing and lost items, etc.) Once completed, statistical reports can be generated which are beneficial in determining library needs.

BOOKS

A computerized inventory may be done using the library automation system and may be conducted at anytime during the school year. It is desirable to suspend circulation during the inventory process. Computerized inventories usually take 3 to 4 days.

If inventory is done manually, a minimum of ten days at the end of the school year is recommended to complete the process. It is recommended that all circulation terminate during this inventory process.

A manual inventory can also be an ongoing process. Sections of the library can be inventoried at different times throughout the school year without interruption of library services.

1. Manual Inventory
   a. Arrange the books in correct order on the shelves.
   b. Run a shelf list report from the library automation system.
   c. Read the shelf and highlight any missing books on the shelf list report.
   d. After reading the shelves, change the status of the missing books in the library automation system.
   e. If books are found during the inventory process, change the status in the library automation system.
   f. Remember to check for books in other places such as the library office, bindery, oversize book section, etc.
   g. Run a report from the library automation system of all books that have been missing for three years or more. Delete these books from the automation system. Keep the list of deleted books.
   h. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

2. Automated Inventory
   a. Arrange the books in correct order on the shelves (desirable but not mandatory).
   b. Follow the directions for using the Alex PC.
   c. Consult the library automation manual for inventory directions.
   d. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

NON-PRINT MATERIALS

Inventory of non-print materials should be done every year as part of the annual LMC inventory.

1. Organize all non-print materials in the correct order to be inventoried.

2. If non-print materials have been entered in the library automation system, the Alex PC may be used. If non-print inventory is done manually, use the shelf list.

3. If done manually, change the status of all missing items in the library automation system.

4. If any parts of the item have been missing for three years, delete the item from the automation system. Keep a report of all non-print items that are deleted.

5. Print statistical reports for the LMC records and any reports requested by the Lead Librarian.

EQUIPMENT

The LMS is responsible for the circulation and inventory of all LMC equipment. An accurate list of the LMC equipment should be kept and inventoried each year. An accurate list should include the name of the equipment, model number, serial number and JPS barcode number. Equipment should be stored in a secure place, if applicable.

Repair Procedures

EQUIPMENT

The LMS is responsible for keeping LMC equipment (overhead projectors, LCD Projectors, laptops, cassette players, DVD/VCR players, televisions, etc.) in working order. The following procedures should be followed when equipment repair is needed. Do not call vendors outside of JPS. If the LMS has the use of Marathon, work orders can be placed without the assistance of the school office manager.

Turn in work order request form to the office manager (include name of equipment, location, barcode number, serial number and brief description of problem).

Make a copy of repair request to keep for library records.

Make a copy of the JPS form from the repairman when the equipment is picked up.

Keep a copy of JPS repair form when the equipment is returned.

If the equipment is not returned within a reasonable amount of time (4-6 weeks)
ask the office manager to follow up on repair request.

If the equipment is not returned, but retired from service, collect all necessary
paper work and inform the appropriate personnel who handles the school-wide inventory.

NETWORKED COMPUTERS AND PRINTERS

Report all problems related to networked computers and printers on the district's Magic HelpDesk. The link to this is located on the JPS Intranet web site.

NON-NETWORKED COMPUTERS AND PRINTERS

Turn in a request to the school office manager to submit a work order to Electronics for repairs. If the LMS has the use of Marathon, work orders can be placed without the assistance of the school office manager.

LIBRARY AUTOMATION SYSTEM

Problems concerning Alexandria should be reported to:

1. COMPanion technical support: (800) 320-5830 or (800) 347-4942 or email from the automation circulation screen

2. HelpDesk (Alexandria category)

End of the Year Procedures

- ## Prepare Annual Reports

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Annual Report

It is the responsibility of every Library Media Specialist to complete three (3) copies of the annual report at the end of each year. One copy is kept in the LMS's file, one copy filed in the Principal's office, and one copy returned to the lead librarian. Records should be retained for five (5) years. It is important that the information in this report be as complete and accurate as possible.

Required reports for Lead Librarian, principal and LMC files:

Super Summary Report
Suggested reports for LMC files:

Annual Inventory Report
Lost Report
Overdue List (end of Year)

- ## Begin to prepare orders for the next school year

Circulation Procedures

Circulation procedures should be kept as simple as possible for the users of the LMC.
The library automation system makes circulation and library management more efficient and accurate.
All LMS must be using the library automation system for the circulation of books. It is recommended that equipment and non-print materials also be circulated through the library automation system.

Community circulation of any materials should be the decision of the LMS and the principal.

BOOKS
The library automation system tracks the circulation of books. Borrower cards are not needed when the automation system is used. However, if manual circulation becomes necessary when the automation system is not working, borrower cards should be signed and stamped, then filed according to any of the following systems: date due, date checked out, classroom teacher or by barcode number.

PERIODICALS
Magazine and newspaper circulation will vary from school to school. It is the decision of the individual LMS as to what, when, and for how long.   Some possible methods include:

- Overnight only checkout of back issues

- Sign-out form listing title of magazine, volume, page, date of issue, name of
- student, period/time, and date

- No out of LMC circulation at all

Hard copies of back issues should be kept no more than five (5) years.   A monthly circulation report should be place in circulation's binder to reference circulation of materials. When making annual budget requests to principals and administrations.

LOST AND DAMAGED BOOKS

When a hardback book is lost or damaged beyond use, charge the student the cost of the book, if available. If no amount is listed, the following amounts are suggested:
copyright prior to 1980, $5.00; 1980-1989, $8.00; 1990-on, $12.00. The LMS should use good judgment in determining a price for paperback and pre-bound books. A record should be kept by the LMS for all money collected for lost and damaged books.

Receipts must be kept for students to be reimbursed for lost books that are found. No reimbursements will be made after the close of a school year.

If a student transfers to another school within the system, a notification of outstanding debt may be sent to the LMS at the school to which the student is transferring. The LMS should sign the district withdrawal form when students transfer to indicate that no books or fines are owed to the library.

FINES
The collection of fines at the elementary level is not recommended. It is more appropriate for fines to be assessed to older students. The procedure for setting and the collection of fines will be left to the discretion of the LMS and principal. The LMS will be responsible for an accounting of these funds. Money collected for fines and lost materials should be used for library expenditures. Library overdue fines should be tracked on the library automation system.

Budgets

School librarians should collaborate with their individual school and district administrators to ensure that funds are budgeted to maintain the library program. For a school library to have a collection that is balanced, diverse, and updated and that meets the needs of its patrons and the school's curriculum, school librarians must have adequate, consistent, sustained funding. Budgetary funds should be provided for books, reference materials, magazines and periodicals, newspapers, electronic resources, equipment, and other emerging technologies.
NOTE: A proposed budget with justifications should be submitted.. annually to the building administrator in a timely manner to assure inclusion in the school/district budget planning sessions.

It is recommended that the LMS work with the principal in developing the budget for the LMC. The LMS should then be responsible for maintaining the library budget throughout the school year. This can be done by keeping copies of all orders and periodically requesting an expenditure budget report from either the school office manager or the Lead Librarian. **See page 53 Mississippi Library Media Guide for detailed budget criteria.**

The library budget is divided into the following budget strings:

Supplies	1120-900-2222-000-610-School number
Periodicals	1120-900-2222-000-651-School number
Books	1120-900-2222-000-653-School number
Software	1120-900-2222-000-611-School number
Lake Fund for elementary and middle schools only (library books only)	7192-900-2222-000-653-School number

Your school number can be obtained from your school office manager.
It is strongly suggested that the majority of money be placed in the book budget string to replace worn and outdated library books. Money in the supply budget string should be spent on library supplies only. It is recommended that overhead projector bulbs, ink cartridges for printers and other instructional materials and supplies used by students and staff be purchased from other school funds. **See page 91 Appendix H—Sample Budget—Mississippi Library Media Guide**.

Ordering Procedures

The school librarian manages the financial, staff, and physical resources for the school library. No more than 25 % of the designated school day is spent in the management of the school library (planning, weeding, shelving, ordering, etc. **(Mississippi School Library Media Guide)**

BOOKS

A typed list of books should be given to the school office manager for ordering. No longer can the phrase "Do not exceed" be accepted on purchase requisitions. The school office manager should know the procedure for requisitioning book orders. If not, contact the Lead Librarian for details.

Numerous vendors offer the district discounts over and beyond the ones listed in their catalogs. Call vendors before making orders to inquire about discounts. All discounts must be included on the requisition.

Ordering Procedures

Library and automation specification information must be on file with each vendor. Before sending in an order, call the vendor to see if this information is on file. If not, specification sheets must be filled out and sent with the requisition.

Check library records for barcode ranges assigned to vendors. If a list is not found, check with vendor to see if this is on file. If not, this must be included on the specification sheets sent in with the requisition.

Keep a running list of books to be ordered as you receive suggestions from your faculty, staff and students throughout the school year.

Finish all book orders as early as possible. It is recommended that the last order be placed no later than the first of March. You will be given further instruction from the Lead Librarian and/or school office manager as to when all orders must be placed. Purchasing cutoffs usually occur in April.

Due to the implementation of the Jackson First Project, only books and periodicals can be ordered from outside Jackson Vendors, due to book processing and discounts.

PERIODICALS

In an effort to support the academic curriculum; it the strongly recommended that professional journals be ordered to represent all areas of the instructional program. All periodicals and journals must be purchased by Purchase Order and the publisher must be a vendor in the JPS Marathon database.

Look for instructions in the spring from the Lead Librarian concerning periodical ordering for the next academic year.

SUPPLIES

Supplies can be ordered from a list of Jackson First vendors as well as the JPS warehouse. Check with the school office manager for JPS Warehouse catalog and ordering procedures.

PROCEDURES FOR RECEIVING AND PROCESSING MATERIALS

BOOKS

- It is recommended that the LMS check in and account for all library materials received. Inform the school office manager of materials that have been received and not received.
- Procedures to prepare books for shelves:
- Check to see if the condition of materials is appropriate.
- Stamp ownership (school name) on books in the following locations: title   page, front cover, back cover and secret page.
- Write barcode number inside book.
- Follow procedures for adding books to the library automation system.
- It is recommended that the LMS inform staff and students of new materials received.

PERIODICALS

Make sure all periodicals that have been ordered are being received. Report any missing subscriptions to the appropriate vendor.

The LMS is required to perform the following tasks to effectively manage the library media center.

- Circulate books and materials through the library automation system
- Shelve books
- Prepare and distribute overdue notices and lists
- Process print and non-print materials for circulation
- Replace lost barcodes
- Update library automation system as needed
- Mend books

- Weed worn and outdated books and materials (evaluate material, clear records in the library automation system, run report)
- Check in periodicals monthly or weekly (route to interested teachers, copy articles of particular interest/use)
- File vendors/publishers catalogs
- Prepare orders (books, periodicals, and supplies)
- Prepare bibliographies
- Locate and circulate materials for teachers
- Circulate audiovisual equipment
- Check equipment and prepare maintenance forms
- Make request for AV bulbs
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- Respond to emergency requests for assistance with audiovisual equipment
- Prepare equipment for repair
- Train and supervise student assistants
- Train/supervise volunteers if available
- Train/supervise assistant if applicable
- Prepare bulletin boards, wall decorations and other promotional work
- Dust and straighten bookshelves
- Operate and maintain copy machine, scanners, printers, computers, laminators and any other hardware if applicable
- Maintain consideration file for new materials
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- Read shelves to keep books in order
- Conduct yearly inventory and prepare required reports
- Prepare special projects (computerize equipment and software, prepare reading lists, etc.)
- Serve as audiovisual equipment coordinator for the school
- Serve as technology resource person for the school
- Conduct Book Fairs, Adopt-a-School programs, etc., to supplement budget
- Manage budgets

- Order supplies from JPS warehouse and outside vendors
- Sponsor/supervise library club or other clubs
- Collect and receipt library fine money if applicable
- Contact vendors when problems with orders occur
- Prepare periodic requests from Lead Librarian
- Check in and display daily newspaper
- Inform principal of library program and needs through verbal and written communication
- Set up AV equipment for meetings held both during and after school
- Pull back issues of periodicals for students and faculty

- Organize periodicals
- Video record classes and programs
- Train teachers in use of AV equipment, including computers
- Open and sort mail daily
- Prepare materials to be placed on reserve
- Keep a record of barcode ranges assigned to book vendors
- Inform teachers of new materials
- Display current periodicals
- Manage computer use of LMC
- Manage book collection using the library automation system
- Provide instruction on the use of the Internet and electronic mail
- Provide instruction on the use of various electronic programs (MAGNOLIA databases)
- Troubleshoot both hardware and software
- Assist in creating computer or video programs for library/school use

The following management tasks often have to be accomplished after the regular school day:

- Develop and maintain library procedures at the local level
- Read reviews of books and audiovisual materials
- Prepare book orders
- Prepare lesson plans and materials for lessons or story hour
- Read new books prior to circulation
- Grade papers if applicable
- Plan for library management
- Attend workshops or other meetings
- Read professional journals
- Coordinate lessons and plan with other teachers
- Create an Advocacy Committee